

Department of Administration

General Services Division

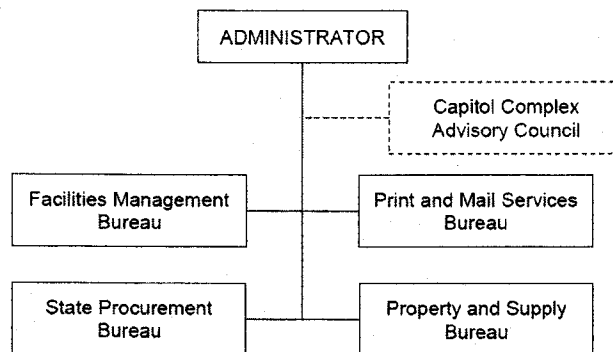
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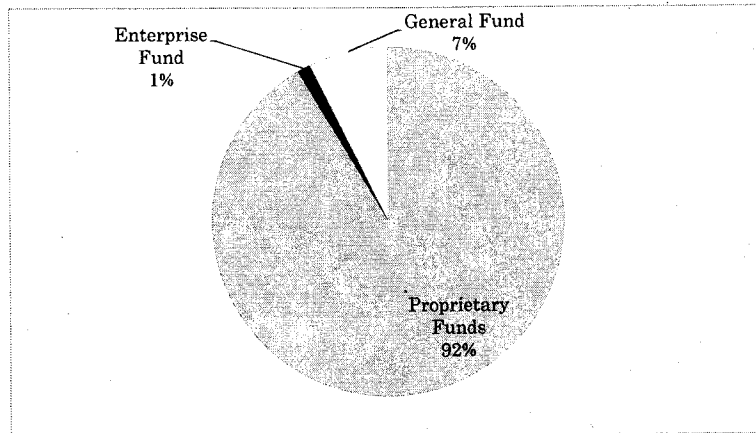
January 2011

Division Structure



Total FTE - 95.85 HB2 FTE - 11.25

Funding



- Special Revenue (.18%): Procurement & Fueling card programs

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Legal Authorities

2-17-101, MCA	Allocation of space
2-17-811, MCA	Custodial care of capitol buildings and grounds
18-4-221, MCA	Procurement of supplies and services
18-4-227, MCA	Procurement rebate account
18-4-226, MCA	Surplus supply - rules
18-5-201, MCA	State agency for federal surplus property
18-7-101, MCA	Power to contract for all printing
2-17-301, MCA	Supervision of mailing and copying facilities

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Services & Programs

Facilities Management Bureau

- Provides maintenance, construction , utilities, emergency response, space allocation, leasing, security, janitorial and grounds maintenance
- Maintains over 40 buildings within a 10 mile radius of the Capitol including 1.2 million sq ft of office space
- Manages 35 private sector service contracts and approximately 350 office leases statewide

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Services & Programs *continued*

Print & Mail Services Bureau

- Manages in-house and contracted printing
 - 72% of printing projects contracted to private sector
- Provides photocopy services
 - Manages the photocopy pool contract
 - Offer 2 quick copy locations
- Manages incoming & outgoing mail services
 - Outgoing 10.5 million mail pieces

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Services & Programs *continued*

State Procurement Bureau

- Administers Montana Procurement Act (18-4, MCA)
- Acts as single point of contact for vendors
- Posts all bid opportunities online
- Administers procurement and fuel card programs
- Contracts for supplies and services
 - FY 2010 = \$32 million

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Services & Programs *continued*

Property & Supply Bureau – Central Stores

- Manages central contract for office supplies and store paper products and janitorial supplies
 - \$4.5 million in annual sales
 - 60% private sector contract sales and 40% warehouse sales
- Delivers and ships supplies to agencies

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Services & Programs *continued*

Property & Supply Bureau – Surplus Property

- Manages sale of state & federal surplus property
- Sells surplus property through live auctions, internet, and warehouse

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Key Accomplishments

- Reimbursed agencies \$1.2 million from surplus sales
- Contributed \$317,000 to GF in FY 2010 through procurement and fuel card rebates.
- Saved agencies \$320,000/yr with new mail processing system
- Lowered facilities management rates

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Priorities

- **Maintain current level of services to agencies**
 - Provide efficient internal service support to agencies at same or lower rates
 - Avoid duplication of internal services
 - Provide cost savings through centralized service

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Decision Package 6010 (Pg A-165)

Close and Sell Old Corrections Building OTO

Requests \$39,230 GF in FY2012 and \$14,280 GF in FY2013 to maintain and prepare the old Correction Building in Helena for sale.

- Decision based on building condition and renovation costs
- Sale and operational costs include property appraisal, utilities, security, mechanical and grounds maintenance pending sale

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Decision Package 601 (Pg A-165)
Purchase of 1227 11th Ave – OPI Building
OTO

Requests \$144,225 GF for final lease-purchase payment on OPI Building in Helena.

- 7/1/97 – Entered into lease-purchase agreement
 - \$900,000 in GO bonds for 2nd floor addition
 - Annual lease payments of \$32,050 over 15 yr period ending FYE 2012
- 6/1/2012 – Must exercise option to purchase with final payment

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Decision Package 603 (Pg A-165)
Make FY 2011 17-7-140, MCA Reductions Permanent

Reduces Long Range Building Program project funding in GF by \$137,356/per year.

- Projects funded by charging rent to GF common space such as legislative area in Capitol; Historical Society museum; and Original Governor's Mansion
- Lowers office rental rate by \$0.116/sq. ft in each year of the biennium
- Delays major parking lot repairs

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Decision Package 602 (Pg A-168)

Increase for Contracted Services

Requests \$260,628 proprietary fund increase for janitorial, mechanical, and elevator maintenance contracts up for rebid.

- Expected prevailing wage increase of 11% - 28%
- Increases reduced base rates
 - Office sq ft rate - \$0.085 in FY2012 and \$0.135 in FY 2013
 - Warehouse sq ft rate - \$0.036 in FY2012 and \$0.067 in FY2013

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Decision Package 605 (Pg A-169)

Add the Spring Meadow Lake Facility

Requests \$104,422/yr for utilities, contracts, and building and grounds maintenance costs performed by GSD for FWP Spring Meadow Lake Facility.

- Increases reduced base rates
 - Office rate - \$0.082/sq ft each FY
 - Warehouse rate - \$0.073/sq ft/each FY
 - Grounds maintenance by \$0.006/sq ft/each FY

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Facilities Management Rates

Pg A-169

	FY 2012	FY 2013
Office rent (per sq ft)*	\$8.412	\$8.460
Storage rent (per sq ft)*	\$4.844	\$4.876
Project management	15%	15%
Contract management	5%	5%
Ground maintenance*	\$0.494	\$0.494

** Decreased rates*

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Print & Mail Rates

Pg A-172 & A-173

- 74 print and mail rates
- Maximum rates controlled by 60 day working capital
- New rate for mainframe print services previously charged by ITSD
 - \$0.069/impression based on 90% of previous volume

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Print & Mail Rates

Pg A-172 & A-173

Requests interagency mail rate of \$297,657 (5.58% increase).

- Increase in delivery locations, delivery time and fuel costs
- Includes sorting & delivery of in-coming mail and interagency mail
- Other rates remain the same as current biennium

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Central Stores Rate

Pg A-175

Requests a rate to allow a maximum markup of 25% on cost of supplies sold.

- Includes delivery and billing for supplies purchased through private sector contract and warehouse
- Same rate approved for current biennium

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